



Aftercare Transport & Programme Policy

Effective Date: 01/01/2025

Applies To: All prospective and enrolled families at **Besige Bytjie Akademie**

1. Purpose

This policy ensures the safe transport, supervision, and holistic care of children attending Besige Bytjie Aftercare. It outlines procedures for transport, extra-mural activities, excursions, homework supervision, daily routines, holiday care, and behavioural expectations.

The policy promotes:

- Child safety and wellbeing
 - Responsible supervision
 - Clear and punctual communication
 - Cooperation between parents, staff, and external service providers
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2. Scope

This policy applies to:

- All children enrolled in Besige Bytjie Aftercare
- All aftercare staff, drivers, assistants, and supervisors
- Parents and guardians

It covers:

- Transport to and from aftercare
 - Extra-mural and sport activities
 - Excursions and outings
 - Homework supervision
 - Daily aftercare routines
 - Behaviour and discipline
 - Holiday care
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3. Aftercare Transport Policy

3.1 Driver & Vehicle Requirements

- Only authorised drivers approved by Besige Bytjie Akademie may transport children.
 - Drivers must:
 - Hold a valid South African driver's licence
 - Hold a valid Professional Driving Permit (PrDP)
 - Have a clean driving record
 - Have completed criminal background checks
 - Vehicles used must be:
 - Roadworthy, licensed, and insured
 - Regularly serviced and maintained
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3.2 Supervision & Safety During Transport

- A staff member or assistant accompanies children during transport.
 - Adult-to-child ratios are maintained:
 - Minimum of 1 adult per 8–10 children
 - Higher ratios for younger children where required
 - Headcounts are conducted:
 - Before departure
 - Upon arrival
 - Before leaving the destination
 - Upon return to aftercare
 - Children remain seated and supervised at all times.
 - Children are released only to authorised adults, with signed collection records where applicable.
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3.3 Pick-Up & Drop-Off Procedures

- Children wait in designated, supervised collection areas.
- Staff ensure:
 - Safe boarding and exiting of vehicles
- Children are never left unattended on vehicles or at collection points.

Collection Areas:

- **Grade RR & Grade R:** Collected from classrooms
- **Grade 1 – Grade 3:** Collected from the pavilion at the sports field across the road

Important Notice to Parents:

Parents must teach children to wait at the designated collection point and not wander off. Drivers will return multiple times if necessary to ensure all children are collected safely.

3.4 Emergency Procedures

In the event of an accident, breakdown, or emergency:

- Emergency services (10111 / SAPS) are contacted if required
 - Parents/guardians are notified immediately
 - Staff remain with the children at all times
 - Vehicles carry a fully stocked first aid kit
 - Staff are trained in basic first aid
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4. Extra-Mural & Sport Activities

- Parents must provide the aftercare teacher with their child's extra-mural and sport timetable.
 - Once a child is collected by an external service provider:
 - Responsibility transfers to that provider
 - Aftercare resumes responsibility once the child is returned and signed in.
 - Risk assessments are conducted for all off-site activities.
 - Written parental consent and medical authorisation are required.
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5. Aftercare Transportation & Fees

- School collection (pick-up) is included in the monthly aftercare fee.
- Special arrangement collections:
 - Are not accompanied by an assistant
 - Are subject to an additional fee
- Parents must notify aftercare **before 11:00** if:
 - A child will be absent from school
 - A child will not be attending aftercare
- Daily arrival messages are sent to parents. Parents are responsible for monitoring these messages.

Clear and punctual communication is essential for the safety of all children.

6. Aftercare Programme & Daily Routine

6.1 Daily Programme Schedule

| Time | Activity |
|-------|----------|
| 14:00 | Lunch |

| Time | Activity |
|-------------|-----------------------------------|
| 14:30 | Free Play |
| 15:00 | Supervised Homework |
| 15:40 | Short Break & Snack |
| 15:50 | Supervised Homework |
| 16:30 | Free Play & Structured Activities |
| 17:30 | Pick-Up |

6.2 Roll Call & Attendance

- Each afternoon begins with a **formal roll call system**.
 - If a child is absent, staff must be informed of the reason.
 - Attendance and collection records are maintained daily.
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7. Homework Supervision Policy

7.1 Homework Philosophy & Routine

- Supervised homework time: **15:00 – 16:30**
- Homework supervision duration is flexible and age-appropriate.
- We acknowledge that:
 - Some learners may take longer
 - Some learners may receive more homework than recommended

Important:

Children today have highly structured schedules, which can contribute to stress. Time for play, relaxation, and social interaction is essential for emotional wellbeing and development.

7.2 Role of Homework Supervisors

Homework supervisors will:

- Create a structured and calm homework environment
- Set clear expectations for homework time
- Supervise completion
- Coach, motivate, and assist learners
- Assist Grade 1–3 learners daily

Homework supervisors will not:

- Do homework on behalf of a child
- Correct or edit work to ensure accuracy

- Do additional homework given by parents.
- Do homework/ additional activities during our holiday program.

If homework is not completed during supervision time, it remains the **parent's responsibility**.

7.3 Parental Responsibilities (Homework)

Parents are responsible for:

- Checking homework and school diaries daily
 - Signing diaries daily
 - Reinforcing learning at home
 - Understanding that mistakes are part of learning
 - Supporting consequences set by school teachers
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7.4 Friday Programme

- **NO HOMEWORK ON FRIDAYS**
 - Fridays are dedicated to:
 - Free play
 - Structured activities
 - Relaxation and social interaction
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8. Aftercare House Rules & Behaviour

8.1 Code of Conduct

The school's Code of Conduct applies during all aftercare hours.

The following behaviours are not permitted:

- Physical violence (hitting, kicking, biting, pinching, fighting)
- Name-calling, swearing, discrimination, or disrespect
- Taking or using items that do not belong to you

Staff will:

- Use positive guidance and encouragement
- Never use corporal punishment, humiliation, or food deprivation
- Never label children negatively
- Communicate serious or repeated incidents privately with parents

8.2 Disciplinary Procedure

- Three written warnings are issued for repeated misconduct
- Parents must sign each warning
- Continued misconduct may result in removal from aftercare
- Serious incidents may result in immediate removal
- Parents are responsible for costs related to deliberate damage to property

9. Holiday Care

- Holiday care operates from **06:30 – 17:15** during school holidays
- Holiday care must be pre-arranged with the Manager

10. Record Keeping & Compliance

- Driver authorisations and vehicle service records are maintained
- Transport-related incidents are recorded and reviewed termly
- Attendance, collection, consent, and emergency records are kept up to date

11. Review

This policy is reviewed annually or as required by:

- Legislative changes
- Best practice updates
- Operational needs

Final Notice to Parents

For the safety of our children, parents must inform the Aftercare Centre in advance whether their child will be attending or not.
